



# Virginia House of Delegates

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Page Program  
Handbook

2023 Session





# **VIRGINIA HOUSE OF DELEGATES**

## **2023 Page Program**



**C. Todd Gilbert**  
**Speaker of the House of Delegates**

**G. Paul Nardo**  
**Clerk of the House of Delegates**

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# VIRGINIA HOUSE OF DELEGATES

## 2023 PAGE PROGRAM HANDBOOK

### Acknowledgment of Receipt and Acceptance of Job Responsibilities

I understand that it is my continuing responsibility as a House Page to read and understand this Handbook's contents. I further understand and agree that this Page Handbook is not an employment contract for any specific period of employment or long-term employment. I also understand and agree that I am responsible for maintaining my schoolwork during the program's duration in accordance with my school / schooling program, and behaving at all times in an exemplary manner. If I do not adhere to the policies established for Pages in this Handbook or additional guidelines and policies set forth by the House of Delegates Clerk's Office, I recognize that I will be subject to disciplinary actions up to and including suspension and/or termination from the House Page Program.

### Confidentiality Policy and Page Pledge to adhere to House Page Program Policies

Pages may not disclose confidential information – such as conversations overheard among colleagues or House Members or working papers handled within job / task assignments – to anyone who is not employed by the Virginia House of Delegates or to other persons employed by the Virginia House of Delegates who do not need to know such information to assist in rendering services.

Any Page who discloses confidential Virginia House of Delegates information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

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*Finally, I hereby acknowledge that I have received and reviewed the Virginia House of Delegates 2023 Page Program Handbook. I pledge not to disclose confidential information and to adhere to all policies of the House Clerk's Office. I also agree to behave in an exemplary manner at all times as a House Page, whether working at the Capitol during the day, staying at the Omni Hotel at nights or participating in any activities.*

**Page Signature** \_\_\_\_\_

**Page Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent or Guardian Signature** \_\_\_\_\_

**Parent or Guardian Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent or Guardian Signature** \_\_\_\_\_

**Parent or Guardian Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

This form – and all others required to be completed – are listed at the end of this Page Handbook.



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## PAGE PROGRAM HANDBOOK INTRODUCTION

Welcome to the Virginia House of Delegates Page Program! As a non-partisan member of the House Clerk's Office Staff, you are an integral part of an organization with a longstanding tradition of providing excellent customer service to the legislators and those they represent. It is our hope that you will put your best efforts and full energy to good use every day as we work together to serve the members of the House, all residents of the Commonwealth and anyone you encounter as a House Page.

This handbook explains the policies, procedures, operations, and requirements of the House Clerk's Office and House Page Program. You will find information on program staff and contacts, standards of conduct, personnel policies, lodging guidelines, how to keep up with your homework, using technology, routine medication and emergency procedures, typical daily duties, uniforms, pay, and all forms to be completed.

**Please Note:** Because all employees serve "at will," an employee has the right to terminate his/her employment at any time, and the House Clerk reserves the same right as the head of this legislative branch agency. Failure to comply with House Clerk's Office and House Page Program policies and procedures may result in disciplinary action, including possible termination of employment.

**Please read this Handbook carefully and refer to it as needed.**

If there is ever a question, the answer or person to contact should be readily accessible within these materials.

Please refer to the **Page Program Staff Contact Information** in this Page Handbook if you need help.

Icons used in this handbook:



### **Expenses and Payroll:**

Items you should expect to need money for and related payroll information.



### **What to bring/bring:**

Items you will need while staying at the Omni Hotel during the General Assembly Session. This also includes items you should **not** bring. Please refer to the **WHAT TO BRING/PACK** section when preparing for your session / each weekly stay.



### **Information:**

Where to find information in this handbook.

**Your first official day is Sunday, January 8, 2023.**

**A Page Orientation Program** will be held on Sunday, January 8, 2023, at **2:00 PM** in the **House of Delegates Chamber** located on the Second Floor of the Virginia State Capitol.

You will move into the Omni Richmond Hotel **FOLLOWING** the 2-hour Page Orientation.

Pages and their Parents and/or Guardians are **REQUIRED** to attend the Page Orientation together.



## **PAGE PROGRAM STAFF**

**James R. Tucker, II – Page Coordinator**  
**Tiffany P. Harris-Greene – Assistant Page Coordinator**  
(804) 698-1526 (House Page Room in Pocahontas Building)  
[HousePageSupervisor@house.virginia.gov](mailto:HousePageSupervisor@house.virginia.gov)

**Alvin Allen / Janice Allen**  
**Page Hotel Chaperones**  
(804) 344-7000 (Omni Richmond Hotel)

**Russell Mollenauer**  
**Page Tutor – Science and Math**

**Leigh A. Nagosky**  
**Page Tutor – English and History**

**Hunter White**  
**Page Tutor – Math**

**Kimberly Peterson**  
**Page Tutor**

[HousePageTutor@house.virginia.gov](mailto:HousePageTutor@house.virginia.gov)

## **KEY CONTACTS IN HOUSE CLERK’S OFFICE**

**G. Paul Nardo**  
**Clerk of the Virginia House of Delegates**

**John L. “Jay” Pearson, Jr.**  
**House Information & Communications Services (ICS) Director**  
(804) 698-1524  
[JPearson@house.virginia.gov](mailto:JPearson@house.virginia.gov)

**Anna Hanback**  
**Human Resources Director**  
(804) 698-1504  
[AHanback@house.virginia.gov](mailto:AHanback@house.virginia.gov)

**Paula Lambert**  
**Chief Finance Officer**  
(804) 698-1514  
[PLambert@house.virginia.gov](mailto:PLambert@house.virginia.gov)

**Blain Grimsley**  
**Payroll Technician**  
(804) 698-1513  
[BGrimsley@house.virginia.gov](mailto:BGrimsley@house.virginia.gov)

**Kathryn Pond**  
**Special Assistant to the Clerk**  
(804) 698-1502  
[KPond@house.virginia.gov](mailto:KPond@house.virginia.gov)

## PAGE STANDARDS OF CONDUCT

It is the policy of the Commonwealth of Virginia to promote the well-being of its employees by always maintaining high standards of work performance and professional conduct.

You are employed to fulfill certain job duties and expectations that support the mission and values of the Clerk's Office and are expected to conduct yourself in a manner deserving of public trust. The following list is ***not all-inclusive*** but is intended to illustrate the minimum expectations for acceptable workplace conduct, behavior, and performance.

Pages are expected to respect, exemplify, and adhere to the House Clerk's Office Mission Statement in their daily work and various responsibilities throughout their time serving as a Page. The agency's mission statement reads as follows:

***The mission for the House Clerk's Office staff – when the legislature is both in and out of Session – is to work efficiently and effectively, collaboratively and cooperatively in helping each other, all Delegates, other government officials, citizens and visitors better understand, appreciate, and promote the work of the Virginia House of Delegates.***

Pages who contribute to the success and advancement of the Clerk's Office Mission statement:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work routine;
- Perform assigned duties and responsibilities with the positive energy worthy of public trust;
- Devote full effort to job responsibilities during work hours;
- Demonstrate respect for the agency and toward agency coworkers, supervisors, managers, customers, and anyone they meet while performing work assignments;
- Use state equipment, time, and resources judiciously and only as authorized;
- Support efforts that ensure a safe and healthy work environment;
- Communicate any work-related issues directly with Page Coordinators and program staff;
- Meet or exceed established job performance expectations;
- Make work-related decisions and/or take actions that are in the best interest of the agency;
- Comply with the letter and spirit of all state and agency policies and procedures;
- Work collaboratively and cooperatively with all colleagues to achieve agency goals and objectives;
- Conduct themselves at all times in a manner that supports the mission of the agency and the exemplary performance of their duties;
- Maintain the same level of professionalism after leaving Capitol Square at dinner, during studying hall, after hours at the hotel, and on any field trips or special or other activities;
- Treat fellow Pages with respect, common courtesy, and a supportive attitude at all times;
- Listen to and respect all Page program staff and all employees of the House Clerk's Office; and
- Maintain schoolwork and academic performance throughout the legislative session.



## **CORRECTIVE AND DISCIPLINARY ACTIONS**

Like all House Clerk's staff, Pages serve at the pleasure of the Clerk of the House. Employees with this designation may terminate their employment at any time or be terminated for any reason, should the Clerk deem it appropriate. The House Clerk's Office disciplinary system typically involves the use of increasingly significant measures to provide honest and constructive feedback to Pages so that they may correct conduct or performance problems. It is designed to encourage Pages to become fully contributing members of the organization and to enable the agency to fairly terminate any Pages who are unable or unwilling to improve their conduct and/or job performance.

Certain infractions, however, are **cause for immediate termination** such as, but not limited to:

- Violent or other dangerous behavior that does or could cause injury;
- Leaving hotel rooms / visiting other rooms after room check and/or leaving the hotel at any time not within the stated rules (See *Guidelines for Residing at the Omni Hotel*); and
- Bullying or other forms of harassment either in-person, by proxy or via electronic means such as texting, messaging, social media, chat rooms or the like.

These rules are strictly designed and intended to ensure the safety and well-being of all participants in the House Page Program. The House Clerk's Office will not tolerate Pages who put themselves or others in danger and will terminate the employment / appointment of any Page doing so.

### **Counseling**

Counseling is typically the first level of corrective action but is not a required precursor to the issuance of disciplinary action. Counseling may be an informal (verbal) or formal (written) communication that conveys that a Page's conduct or performance was improper and must be corrected. This will be documented with the Page Coordinators and shared with a Page's parents/guardian. The goal is for Pages to learn from any mistakes.

### **Disciplinary Suspensions**

When counseling has failed to correct misconduct or performance problems, or when a Page commits a more serious offense, the Clerk's Office may address the matter by issuing a disciplinary suspension.

All disciplinary suspensions are without pay, and the Page will be sent home for a period of time as determined by program staff. Again, a key objective is for Pages to learn from their mistakes and improve performance.

### **Disciplinary Review**

Prior to the issuance of any suspensions or terminations, the agency Human Resource Director will review the recommended actions in coordination with Page Program Staff and the House Clerk to determine if the action is appropriate for the offense and what the final recommendation for corrective action should be.



## **GUIDELINES FOR RESIDING AT THE OMNI HOTEL**

The House Clerk's Office coordinates accommodations for the Pages at the **Omni Richmond Hotel**. The Pages and their families are responsible for incidental charges and any damage to their hotel room. House Pages occupy the 4<sup>th</sup> Floor at the Omni.

**The Omni Richmond Hotel is located at 100 S. 12th Street, Richmond, VA 23219, (804) 344-7000**, approximately three blocks from Capitol Square. For the duration of the program (excluding weekends), all House Pages are required weekly to reside at the Omni Hotel. For more information about the hotel, see: <http://www.omnihotels.com/FindAHotel/Richmond.aspx>

Pages begin their stay on **Sunday, January 8, 2023**. House Pages check-in at the Omni Hotel *after* that afternoon's Page Orientation Program at the Virginia State Capitol.

The program's Hotel Chaperones will hold a hotel orientation on Sunday, January 8 in the evening starting at 6:00 PM, with dinner included. Parents and/or guardians do not attend the Omni Hotel Orientation where rules, guidelines, and expectations for their session stay are covered in further detail.

The House Clerk's Office makes the hotel roommate assignments. Roommates are housed in a double room. To provide a safe hotel environment, the Hotel Chaperones will not allow any Page to spend the night alone. If a roommate is absent from the hotel, arrangements will be made by the hotel chaperones to provide a temporary roommate. This may require a Page to move to another room. If this occurs, parents or guardians will be notified.

### **During the duration of the program / hotel stay, the following is expected of all Pages:**

- From the time you leave the Page Room at 5:00 PM each day until you return at 8:30 AM the following morning, the **"Buddy System" is always mandatory**. This includes walking to and from the Page Room, dining out during the evenings, and any other occasion that you are given permission to leave the 4<sup>th</sup> Floor of the Omni Hotel without supervision. The minimum standard for the Buddy System is at least two (2) boys and two (2) girls together. During the evenings and after your daily work assignment, you may only travel in specific areas at specific times, which will be clearly assigned and designated by the Page Hotel Chaperones.
- **Boys are NOT permitted in girls' rooms and girls are NOT permitted in boys' rooms AT ANY TIME.**
- **Only the Pages assigned to a room may stay in that room. No boyfriend/girlfriend visiting will be allowed in the hotel. Additionally, no visitors are allowed, including family members, unless permission is granted by the Page Hotel Chaperones.**
- Be respectful of your roommate. Talk to each other and work out a plan for getting up on time, sharing a bathroom, neatness, noise, and going to bed.
- It is your responsibility to get up early enough to shower, dress, and report to work in the House Page Room in the Pocahontas Building by 8:30 AM.



- Your room will be checked each day for neatness and sanitary conditions. **You and your roommate will be held responsible for any damages to your room.**
- **Keep your hotel keycard with you at all times.** Please do not rely on your roommate to have his/her keycard for your use. If you require a replacement, you and your roommate must go to the Omni Front Desk together as both cards need to be replaced. Per Omni Hotel management, family members of Pages **will not** be issued a keycard.
- **Always lock your door.** Do not let the door slam as a courtesy to others on your or other floors.
- **Keep your valuables in a secure location in your room.** Do not leave valuables in sight. Please put any valuables in the hotel safe or leave them at home. Neither Omni Hotel nor the House Clerk's Office will assume responsibility for loss or theft.
- Audio and gaming equipment/consoles brought from home are **NOT** allowed. Each room has an alarm clock, radio, and television. Food and beverages from the hotel room mini bar will be removed. **Cooking appliances from home are not allowed in hotel rooms.**



- Keep your room neat. Please put clothing in drawers, the closet, or a laundry bag.



- Keep all food in containers or ziploc bags. Before you leave your room and before room check, please dispose of all empty and half empty containers. Also, kindly be mindful of any food allergies that you and/or your roommate/fellow Pages may have. Parents, please disclose any and all food allergies to Page Hotel Chaperones and Page Program Coordinators.
- Lower your voice when walking in the hotel. No playing with the elevators.



- Between 5:00 PM and 7:00 PM, you may have dinner only at specific restaurants as designated by the Page Hotel Chaperones. You are responsible for meal, tax and gratuity payments when out for dinner. **Remember: you are not allowed to travel or dine alone!** **The "Buddy System" Rule is always in place.**

If you are going to dinner with someone other than a House Page, you first must have your parents/guardians notify the Page Program staff. Families taking their Page or allowing their Page to go to dinner with another family also must please notify Jay Pearson via email at [JPearson@house.virginia.gov](mailto:JPearson@house.virginia.gov) by 2:00 PM the day of the scheduled dinner.

- **Dinner must be completed before 7:00 PM** to ensure prompt arrival at evening Study Hall.
- **Study Hall attendance is mandatory and roll call is taken at 7:00 PM. Do not be late!**



- The hotel gym and pool may be available on selected days to the Pages. The **Gym and Pool Waiver Must Be Completed** and submitted to the House ICS Office. (This form is part of your *Additional Forms* paperwork accompanying your acceptance letter). Gym exercise is limited to cardio equipment (treadmills, ellipticals, bikes and stairmasters). Weights and other forms of exercise are not permitted. Pages always must wear coverups and shoes to and from the pool.

- **Room check begins at 10:15 PM and lights out at 11:00 PM. Neither room-to-room phone calls and/or cell phone calls/texting – nor room visits – will be allowed after 10:30 PM.**



- On Thursday evenings, pack up your belongings for the weekend and please pay any incidental hotel charges.
- You and your parents/guardians will be notified in advance if you need to empty your room due to competing weekend hotel reservations. In this case, a luggage storage room will be made available to you on Friday morning. You may leave your luggage in that room as you head out of the hotel for work and return there to pick-up your luggage after your parent/guardian sign you out of the Page Room for the weekend.
- **Departing on Fridays:** Typically, parents pick up / sign out their Pages starting at **12 Noon**. If you are running behind and unable to pick up your Page at 12 Noon, then please contact the Page Coordinators (See Page Program Staff listing in this Handbook).
- **Returning on Sundays:** Pages should return to the Omni Hotel no later than **9:00 PM**. Page Hotel Chaperones will be at the Omni Hotel starting at 4:00 PM, which will allow parents with longer commutes to come earlier and then have more time to return home. However, there are no structured activities on Sundays so early arrival is not encouraged. If there are any issues surrounding your return on Sundays, then please contact the Page Hotel Chaperones (See Page Program Staff listing in this Handbook).

**The House Clerk reserves the right to implement additional guidelines.**

**Violation of these rules and expectations during time away from Capitol Square at the Omni Hotel may result in suspension or termination from the Page Program.**




## STUDY HALL

**You must address NOT attending school during the 2023 General Assembly Session with your appropriate school administration and teachers. Please reference the attached memo from the Virginia Department of Education issued to all school division superintendents.**

**VERY IMPORTANT: It is the responsibility of Pages and Parents/Guardians to establish and maintain a communication procedure with your school, so Pages are able to receive and submit their coursework, take tests and exams, and ultimately, maintain their academic standing.**

**Page tutors **will NOT** administer tests and exams for Pages.**

- **There will be a mandatory two-hour Study Hall at the Omni Richmond Hotel, Monday through Thursday evenings from 7:00 PM to 9:00 PM.** Study Hall will be held in one of the hotel's banquet / ball rooms.
- Roll call / check-in is taken at 7:00 PM. **Do not be late!**
- The House Clerk's Office hires certified teachers (see Personnel listing) who supervise the Pages during Study Hall. These teachers are professionals certified in English, Math, Science, History, and Social Studies.
- The Page Tutors are available to help Pages, answer questions, and assist them with any assigned homework from where they go to school. However, the Pages will NOT receive classroom instruction from the teachers who serve as Page Tutors. Again, please remember: Page Tutors will NOT administer tests and exams for Pages.
- As you need to go in pairs, restroom breaks are kept to a minimum. Please use the restroom before or after Study Hall.
- Appropriate, casual dress is expected. No pajamas.
- When leaving Study Hall for your room, please keep your voices low in hallways and elevators.
-  If Pages do not have homework, appropriate study and reading materials should be brought to Study Hall. **THIS DOES NOT INCLUDE GAMES, SOCIAL MEDIA OR MESSAGING.**
- Remember: **evening attendance at Study Hall is mandatory**. Excused absences must be obtained from the Page Coordinators. After Study Hall ends at 9:00 PM, all Pages are required to remain inside the Omni Hotel and prepare for winding down and lights-out.

**The House Clerk reserves the right to implement additional guidelines.**

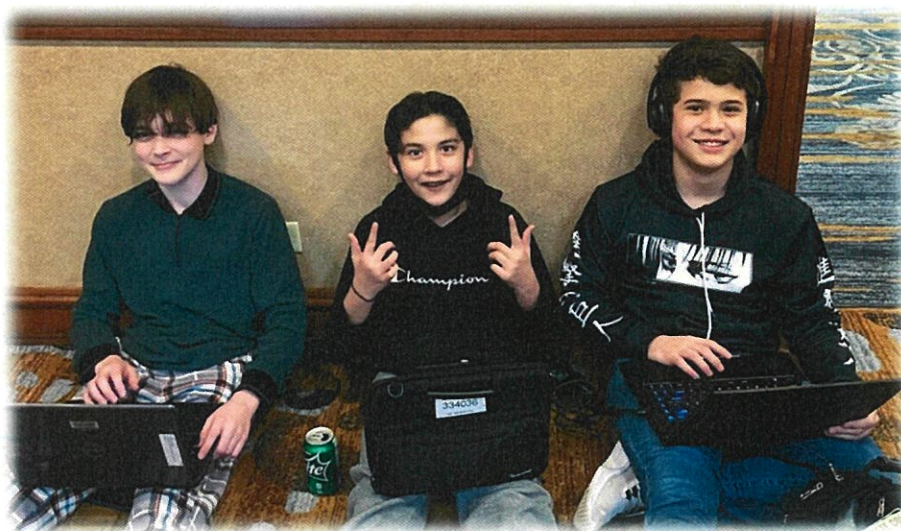
**Violation of these rules and expectations during Study Hall may result in suspension or termination from the Page Program.**



## HELPFUL EDUCATIONAL TIPS FROM THE PAGE TUTORS

When Pages and/or their parents/guardians are coordinating with “back home” teachers, counselors and school programs, the House Page Tutors encourage consideration of the following:

- Parents and administration may wish to discuss a reduced assignment load with their teachers “back home.” Some teachers may send an entire class workload (55+ minutes’ worth) for Pages to complete each evening, which can prove taxing after a long day at work.
- If possible, it’s often helpful to the Pages to coordinate with “back home” teachers in receiving a week’s worth of work ahead of the class.
- Pages, parents, and “back home” teachers should keep in mind that during the program’s duration, Pages are ultimately teaching themselves. Page Tutors help explain concepts and offer more detailed explanations, when needed, but the Pages are expected to read their assigned texts and material first, then come to the tutors with questions. For some students, this is a bit of a foreign concept as classroom teachers typically lecture about what’s in the readings.
- Should a Page complete his/her work and have idle time during the mandatory Study Hall, paper books and journals are strongly encouraged and recommended over electronics.







**#225-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #225-22**

DATE: September 23, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Virginia General Assembly Page Program and Classification of Absences Due to Participation**

This memorandum provides information regarding the classification of absences for students participating in the Virginia General Assembly Senate and House of Delegates Page Programs offered by the Senate and the House of Delegates each year during the Virginia General Assembly Session. Both programs will operate in person for the 2023 General Assembly. Additionally, this memo clarifies how schools and divisions should account for absences accrued by participating students.

The purpose of the Page Programs is to facilitate a structured environment in which young Virginians embrace responsibility and accountability, develop professional characteristics through strict standards of conduct and engage in the legislative process through work, observation and discussion. More information on the program, eligibility, and application can be found on the [Virginia Senate and House Page Programs webpage](#).

Divisions should refer to the Board of Education's [Regulations Governing Pupil Accounting Records](#) on how to address student absences if participating in one the programs. These regulations were amended to give local school boards greater authority for determining circumstances under which the absence of students should be counted and allow a student to be counted as present if he or she is attending activities and events approved by the school

board. A student may be counted as present if serving as a page in the Virginia General Assembly so long as the local school board has approved the program. Further, providing local school board approval, no student participating in the page programs should be withdrawn from school. Please see [8VAC20-110-40](#) and [8VAC20-110-50](#) to read the full text of these regulations.

### For more information

You will find general information about the page programs at [Virginia Senate and House Page Programs](#). For questions about the House of Delegates Page Program, please email [HousePageSupervisor@house.virginia.gov](mailto:HousePageSupervisor@house.virginia.gov) or contact House Information and Communication Services at (804) 698-1520. For questions about the Senate Page Program, please email [pageinfo@senate.virginia.gov](mailto:pageinfo@senate.virginia.gov).

In addition, you may contact this Department's Office of Policy at (804) 225-2092 or by email at [policy@doe.virginia.gov](mailto:policy@doe.virginia.gov) if you have any questions about absences.

JB/LMS/rsa



## TECHNOLOGY USE GUIDELINES

- As directed by the Page Coordinators, Pages will be permitted to use cell phones, laptops, iPads, Apple watches, and other electronic devices **only** in the Page Room. Special instructions will be given by the Page Coordinators on the use of headphones/audio listening devices in the Page Room. **Pages are NOT permitted to use electronic devices to watch movies, TV programs, play games, listen to music, watch music videos, or engage in emailing / text messaging UNLESS it is school related.**
- **Please check with the Page Coordinators first if you are uncertain about whether an activity requiring the use of your device is acceptable.** The Page Coordinators and Head Pages will monitor the use of all electronic devices both inside and outside the Page Room.
- Pages are **NOT permitted** to use electronic devices including but not limited to cell phones, laptops, iPads, and audio listening devices **outside the Page Room**, unless otherwise approved by the Page Coordinators or a House Clerk's Office section supervisor where a Page is assigned.
- While serving as Pages during the **2023 General Assembly Session**, Pages will **NOT** make inappropriate, demeaning, derogatory, or threatening comments about fellow Pages, staff members, work colleagues, or Delegates on **ANY form of social media** including but not limited to Facebook, Instagram, Twitter, WhatsApp, school messaging boards, text/messaging services, or text threads/internet chat rooms. Bullying of any kind will not be tolerated in any regard – especially via electronic means – and will be strictly dealt with, including termination from the program.
- In accordance with the Clerk's Office Mission Statement and anticipated consummate good conduct of the Page class in accordance with its values, please note that you remain a Page – and House employee – *throughout* the Page program's duration. Consequently, your conduct both on and away from Capitol Square, during the workday and after-hours, and in-person or online should reflect these exemplary, professional, and respectful standards.
- Pages who violate any one of these guidelines will be subject to disciplinary action including loss of electronic device privileges, suspension and/or removal from the Page Program.

**Page Signature** \_\_\_\_\_

Page Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Parent or Guardian Signature** \_\_\_\_\_

Parent or Guardian Print Name \_\_\_\_\_

This form – and all others required to be completed – are listed at the end of this Page Handbook.

**The House Clerk reserves the right to modify the above stated guidelines and/or implement additional guidelines as necessary.**



## MEDICATION ADMINISTRATION GUIDELINES

In striving to maintain a healthy and safe working environment for Pages, the Clerk's Office believes that shared responsibility is best achieved by open communication, mutually understood agreement, and a clear delineation of expectations of what amounts to "routine" administration of medication(s).

It is the responsibility of the House Page Program to ensure that Pages administering medication and/or using medical equipment is done with parental consent and in a safe, consistent manner.

It is the responsibility of the Pages – in coordination with their parents / guardians and healthcare providers – to develop a medication regimen plan, which includes securely storing medications / prescriptions at the Omni Hotel as well as having in-place a responsible practice / regimen of self-administration or usage when appropriate and as prescribed during the duration of the Page program.

Neither Page Program Staff nor Hotel Chaperones will administer, monitor or safeguard medications or treatments prescribed to a Page program participant by a licensed healthcare professional.

- Parents / guardians are expected to develop a medication administration regimen in coordination with a Page's Primary Care Physician when administering routine medication / treatment is a necessary daily requirement for self-management. If applicable, Pages must return the second page of these guidelines to be completed by a healthcare provider and signed by a parent / guardian, if/when appropriate. Completed forms will be kept strictly confidentially on-file with Page Coordinators and Hotel Chaperones.
- There is no registered nurse / healthcare provider readily or immediately available to your child to maintain or administer medications while serving as a Page.
- Parents / guardians will assume responsibility for their Page's medication safekeeping, storage and coordination at the hotel accommodations. It is recommended that parents / guardians supply an appropriate amount of medication for a week's (Sunday evening – Friday afternoon) self-maintenance rather than bringing a full prescription to Richmond.
- It is a Page's responsibility to self-administer daily medications *prior* to leaving the Omni Hotel as prescribed for daily use and in coordination with your primary care physician and parents' acknowledgment / authorization. Medication should not leave the hotel, unless for such condition as diabetes, asthma or allergy as specified in the medication administration form.
- Parents / guardians are required to keep both Page Coordinators and Hotel Chaperones apprised of any changes or additions to the **Medication Administration Approval Form** (*next page*) as changes or modifications are made during the program's duration.
- Pages are **not permitted** to share any prescribed or nonprescribed / over-the-counter medication with a fellow Page or any other on the Capitol Square or at the hotel accommodations ever, at any time. Any known incidents of medication sharing will be dealt with severely, with immediate termination from the program. No known incidents of a Page potentially jeopardizing the health and safety of themselves and their peers will be excused.

**The House Clerk reserves the right to modify the above stated guidelines and/or implement additional guidelines as necessary.**



## **MEDICATION ADMINISTRATION APPROVAL FORM**

**To be completed by the Page's Health Care Provider and returned to Page Program Staff:**

*Completion of this form indicates approval by both a Health Care Provider and Parent / Guardian  
for a House Page to regularly and/or routinely administer his / her medication  
as described / prescribed below and has been instructed in its proper use and safe storage.*

**Page Name:** \_\_\_\_\_

**Medication/Treatment:** \_\_\_\_\_

\_\_\_\_\_

**Dosage, Frequency, Route:** \_\_\_\_\_

**Diagnosis:** \_\_\_\_\_

\_\_\_\_\_

**Special Instructions, Side Effects, Comments:** \_\_\_\_\_

\_\_\_\_\_

**HealthCare Provider Signature:**

\_\_\_\_\_

**Health Care Provider PRINTED Name:**

\_\_\_\_\_

**Health Care Provider Address:**

\_\_\_\_\_

**Health Care Provider Telephone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent / Guardian Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## URGENT HEALTH CARE IN THE EVENT OF AN EMERGENCY

The House Clerk's Office understands that health care events or emergencies occur for everyone, including Pages. That's why we have made special arrangements with a trusted and respected health care provider located just across the street from Capitol Square.

**The Division of General Pediatrics and Emergency Care at Virginia Commonwealth University (VCU) Health System** will assist in providing urgent medical care for adolescents participating in the Virginia House Page Program during the 2023 Session.

Should any House Page require urgent medical assistance, House Page Coordinators, Chaperones or Clerk's Office staff will contact the pediatric triage nurse at the VCU Health System Outpatient Scheduling Center. Likewise, parents and/or guardians of a Page needing such care also will be notified immediately by House Clerk's Office personnel.

The Division of Capitol Police also is readily available and may assist in transporting from the Capitol, Pocahontas Building or the Omni Hotel a Page needing urgent medical care at VCU Health System.

If such a situation occurs (during or outside of regular business hours), a copy of the release for medical care and insurance incorporated into the ***Conditions for Healthcare Services*** and ***Consent to Accompany Minor Patient Forms***, provided by the family of the House Page, will be brought by House Clerk's Office staff to the pediatric office at the time the care is rendered to the House Page.




These forms – and all others required to be completed – are listed at the end of this Page Handbook.



## GENERAL WORK GUIDELINES

- **Remember to wear your blazer, name badge, and photo ID badge at all times.** Loss, damage, or sharing of photo ID badge may require a replacement (\$15) and appropriate disciplinary action and/or termination of employment. Loaning, borrowing, or sharing of ID badges is **strictly forbidden**.
- Accept an item **ONLY** from your supervisor or Capitol Police, unless you have been sent to pick up that item by your supervisor.
- If you are on an errand and are asked to do something by someone other than your supervisor, politely explain that you are already on an assigned errand and request that the person call the House Page Room (x1526) for assistance.
- Any items that must be delivered to the Senate need to go to the Senate Page Room. Do not accept an item from a Senate Page directly – please direct them to the House Page Room (Ground Floor, Pocahontas Building).
- You are to complete any errand or task to which you were assigned in a timely manner. Do not pass your job to anyone else. **Do not make “social stops” while on an errand.** Your promptness is key!
- When delivering messages to a Delegate’s office, deliver it to the Member’s Legislative or Administrative Assistant. Only enter a Delegate’s office if you have been invited to do so.
- As a Page, you serve all Members of the House equally without regard to party affiliation. Additionally, as an employee of the House Clerk’s Office, you are a nonpartisan employee. That distinction applies a strict prohibition against staff participation in partisan political activity both during and outside of work hours.
- Do not participate in rallies or protests in/around Capitol Square, even if you are not on duty.
- As people are working, please keep voices low while walking through hallways.
- Notify the House Page Room Coordinators immediately if you experience any problems.
- Additional guidelines will be addressed during training and orientation.


### **2023 Page Salary and Session Expense Payments**

-  Base pay is **\$340.00 per week** (before taxes) and deposited bi-weekly. **The first wage payroll will be direct deposited on Friday, January 27, 2023.** (See the 2023 Session Payroll Calendar).
-  Three deductions from your pay are required by law: Federal Income tax, State Income tax, and Social Security tax.
-  The House Clerk’s Office will cover your housing expenses at the Omni Hotel. All Pages will receive an expense allowance of **\$225.00 per week** (may be prorated depending on start and end dates) for meals and other incidental expenses. The expense allowance will be direct deposited on a weekly basis. **The first expense allowance will be direct deposited on Friday, January 13, 2023.**




- It is not recommended for Pages to carry large amounts or denominations of cash. A Page and their family may consider using their own credit, debit, or reloadable card for use during their time in Richmond during the General Assembly Session.

### Sickness

- **Pages who are sick should NOT be at work.** Parents/guardians and Pages are solely responsible for any medical treatments and costs. The purpose of the Medical Forms is that in the event of an emergency, when a parent or legal guardian cannot be contacted promptly, appropriate action may be taken. The Hotel Chaperones are not on-site at the Omni from 8:30 AM until 5:00 PM, so Pages cannot convalesce at the hotel.
-  Pages are required to contact Hotel Chaperones by 7:30 AM or the Page Coordinators by 8:30 AM if they are unable to report to work due to illness. Pages will be required to see a physician at VCU Medical Center if the occasion warrants or be picked up by their parent or guardian. If a physician confirms a Page is unable to work, arrangements to return home for the duration of the illness must be made promptly by the parent or guardian (See the **Personnel List and Contact Information**).

### Weekend (Friday) Pick-up / Work Week (Sunday) Drop-off

-  All Pages are responsible for making weekend travel arrangements. Pages are not allowed to ride in automobiles driven by anyone other than a family member, a member of the General Assembly, a member of the Capitol Police staff, or designated members of the House Clerk's staff, unless written authorization is received by and coordinated with both the Page Coordinators and the Hotel Chaperones. **It is the responsibility of both Pages and parents to complete and keep up-to-date at all times the Travel Authorization Form, which is maintained by Page Coordinators and Hotel Chaperons.**

### Work Hours

- Work hours are Monday - Thursday, 8:30 AM to 5:00 PM, and Friday from 8:30 AM to 12:00 Noon. Certain tasks may begin as early as 8:00 AM. You are expected to be at work at the designated arrival time. Also, you are expected to communicate with the Page Coordinators if you are not able to be at work on time or if you will be absent.
- **Monday, January 9 will be your first day of employment / training, and Friday, February 24, 2023 will be your final day of House employment / program participation.**
- During your stay in Richmond and during the Page program, participation in non-work-related extracurricular activities (club trips, sports commitments, etc.) will NOT be permitted at any time.





## A DAY IN THE LIFE OF A HOUSE PAGE

Managing expectations and staying on top of work and school assignments require constant attention. Accordingly, here's what a "typical" day of a House Page might look like:

- Your workday will begin at 8:30 AM. When at the Omni Hotel, it is your responsibility to get up early enough to shower, dress, and report to the House Page Room in the Pocahontas Building by 8:30 AM. Some assigned to certain tasks may need to report to the Page Room by 8:00 AM.
- You will sign in with a Page Room Coordinator, store your belongings in an assigned locker, and wait for your daily assignment. Every day will be a little different and the assignments you work on will vary. Pages will be assigned to teams, and will rotate office and Chamber assignments.
- Pages are appointed to assist the Speaker of the House, Members of the House of Delegates, House Clerk's staff, and other legislative staff in the daily duties required for the operation of the House of Delegates. These duties include but are not limited to distributing legislation and legislative documents, assisting the committee clerks, processing video, delivering daily floor calendars, and performing general office errands and tasks.



- Lunch break: You may bring your own or purchase lunch during a break from the temporary "grab-and-go" food service station located in the State Capitol Extension. The grab-and-go lunch option is the **ONLY** lunch purchasing option for the 2023 Session. Pages may NOT travel off-campus for lunch.
- You are **NOT** allowed to leave the State Capitol, Pocahontas Building, or Capitol Square during work hours UNLESS you are instructed to do so for a work-related activity or assignment.
- You are NOT allowed to have visitors during working hours without written notification and approval prior by the Page Coordinators.



- Your workday will end daily at 5:00 PM. In order to be present for Study Hall, Pages should eat dinner between 5:00 PM and 7:00 PM. When an evening field trip or program is arranged, dinner will be provided to all Pages beforehand. Please keep in mind that Study Hall is mandatory and begins promptly Monday - Thursday at 7:00 PM.
- After Study Hall, Pages will have some free time to socialize, call home, or participate in other House of Delegates Page Program scheduled activities.
- Room checks begin promptly at 10:15 PM and **lights are to be out by 11:00 PM**. (See the **Guidelines for Residing at the Omni Hotel** in the **HOUSING** section).
- As Session progresses, the office locations will become more familiar, the assignments easier, and the friendships stronger. Please always remember to ask if you have questions – someone will always take or make the time to help!

The House Clerk's Office wants you to make the most of and benefit from this incredible work and educational opportunity. As House Pages, you will be active participants in the legislative process – watching, experiencing, and learning how to become more engaged citizens and effective leaders.

## HOUSE OF DELEGATES CHAMBER ETIQUETTE

The House Clerk's Office believes how Capitol Square colleagues treat one another is as important as the bills Members pass and the laws they make. Accordingly, there are right – and wrong – ways to do things. Here are some tips to help uphold and promote decorum in the House Chamber:

- **Smile, you're on camera!** The House of Delegates Chamber is broadcast live to television stations, broadcast on closed circuit television on the Capitol campus, and streamed live on the internet during legislative sessions. All daily legislative sessions are also video/audio archived.
- Always approach a Delegate's desk from the rear of the Chamber and return the same way.
- Never walk across the front of the Chamber, and please do not walk down the Center Aisle.
- Do not walk between the Speaker of the House and Delegates when they are addressing one another and speaking on the Floor.
- If a Delegate from a row in which you need to go is addressing the House, wait at the rear of the Chamber until the Delegate finishes speaking.
- If you are making a delivery on the Floor and a Delegate behind you stands to speak, you must kneel out of the line of sight until the Delegate finishes speaking.
- When each session begins with an invocation and Pledge of Allegiance, please rise.
- **Always act in a positive, polite and professional manner!**
  - NO cell phone / electronic usage unless instructed by the Page Coordinators
  - NO gum chewing
  - NO sleeping
  - NO waving to the camera
- **Additional and detailed instructions will be imparted during various training sessions.**





## WHAT TO BRING / PACK



### **Guidelines (in addition to your uniform!):**



**Casual clothes and shoes for hotel and evening field trips**



**Warm coat (which fits over blazer), umbrella, and rain and/or snow boots**



**Undergarments, pajamas, robes, and sweatshirts/hoodies**



**Toothbrush, toothpaste, shampoo, soap/body wash, and other grooming items; hair dryers in the hotel room**



**Swimsuit, cover-up and suitable shoes to wear to and from the pool**



**Batteries, storage card, flash drive, power and USB cords, cell phone, and chargers**



**Static guard or similar product, stain stick, small sewing kit**



**Textbooks and materials, laptop or tablet with charger, pleasure reading, backpack, headphones or earbuds**



**Small, travel-sized first-aid kit**



**Laundry bag, plastic bags, lunch bag**



### **What to Leave at Home**



**Valuables or Large Jewelry**



**External Audio, Video, and Gaming Equipment**  
(or similar accessories that could disturb others)



**Cooking equipment**



**NO weapons, knives or other objects considered dangerous or might cause harm**



## UNIFORM CHECKLIST



### Navy Blazer

2 side pockets, one left breast pocket



### Shirts

White, long sleeved, button-down Oxford or dress shirt



### Slacks and/or Skirts

Solid charcoal gray or plaid knee-length skirts and/or charcoal gray wool or wool-blend loose-fit slacks

Charcoal gray dress slacks

NO khakis – belts are required with slacks that have belt loops.



### Ties and/or Bow Ties

At least two options



### Tights and/or Socks

Black opaque tights, and/or black or gray trouser socks

Black or gray dress socks – no athletic socks or no-show socks



### Shoes

Black, flat, dress shoes, suitable for walking

No exterior Brand labels (ex: TOMS)



## UNIFORM

Uniform stores, mass and online retailers, borrowing from a friend or family member, and consignment and thrift stores are a few options for locating the uniform requirements.

**Please spend only what you are able to afford. *Image examples are on the next page.***

The House of Delegates Page program has arranged for an online storefront with Lands' End. Most required uniform pieces can be found [here](#) for your convenience. Lands' End brand is not required, and Pages are welcome to purchase uniforms from the store of their choice.

- Pages are required to wear a **plain, dark navy-blue blazer** during work hours.
- Dress for **young women** must be white, long sleeved, button-down Oxford dress shirts with charcoal gray or plaid skirts, or wool/blend charcoal gray loose-fit slacks (no khakis).
- Skirts are to be **no shorter than above knee**. Long skirts make walking difficult and even dangerous, so the best length is from the knee to mid-calf. Feel free to wear ties or bow-ties.
- Dress for **young men** must be white, long sleeved, button-down Oxford dress shirts, ties, bow-ties, and charcoal gray dress slacks with belt, and black or gray dress socks. No khaki pants.
- Nothing you bring to Richmond is more important than what you will wear on your feet. You will do a lot of walking on marble surfaces and stairs. **Comfortable dress shoes are highly recommended**. If you need to purchase new shoes, please do so well in advance so they will be broken in before you arrive. Rubber soles really help absorb the shock of hard floors, and soft leather cuts down on blisters. **Sneakers, boots, tennis shoes, and ballet style are not permitted as work attire**.
- **Jewelry must be simple and modest**. A watch may be worn. Do not wear anything you would be upset to lose. This does not pertain to medical alert accessories.
- Nail polish should not be worn.
- Hair must be neatly trimmed. With longer hair, please utilize headbands (navy, gray, match hair color), braids, and ponytails. Hair should not cover your name ID badge.
- Only religious head coverings may be worn (no ballcaps, no beanies, etc.)
- If you wear make-up, it is to be minimal and natural looking.
- A warm overcoat, rain and/or snow boots, and an umbrella are also recommended.
- Casual clothes are allowed only after work hours, during Study Hall, and leisure time.

The reason for the strict dress code is that Pages are serving in a professional environment, need to be easily identifiable, and represent the House of Delegates. Please note that a Page who dresses inappropriately will be escorted back to the Omni Hotel to change.

**Assistance may be available for House Page uniforms. For inquiries about uniform assistance, please contact Jay Pearson at [JPearson@house.virginia.gov](mailto:JPearson@house.virginia.gov) or (804) 698-1524.**



## UNIFORM EXAMPLES

Uniform Protocols (pictured):



- Oxford Dress Shirt with Tie or Bow Tie
- Dark Navy Blue Blazer
- Dress Slacks
- Black Shoes

Uniform Protocols (pictured):

- White Dress Shirt
- Solid Grey Skirt OR Plaid Skirt
- Dark Navy Blue Blazer
- Dress Slacks (loose fit)
- Black Flat Shoes

**Pages are to ALWAYS display their name badges.**



## **2023 SESSION PAYROLL CALENDAR & WAGE RATES FOR PAGES**

### **January 2023**

January 13 (Friday)	Pages Session Expense & Bi-Weekly Wage Pay Date
January 20 (Friday)	Pages Session Expense Pay Date
January 27 (Friday)	Pages Session Expense & Bi-Weekly Wage Pay Date

### **February 2023**

February 03 (Friday)	Pages Session Expense Pay Date
February 10 (Friday)	Pages Session Expense & Bi-Weekly Wage Pay Date
February 17 (Friday)	Pages Session Expense Pay Date
February 24 (Friday)	Pages Session Expense & Bi-Weekly Wage Pay Date

Please Note: 2023 House Pages also will receive a direct deposit payment on Friday, March 10 for the final bi-weekly payroll of the 2023 Session.

Bi-weekly pay dates are tentative until announced by the Virginia Department of Accounts.

The session expense amount is **\$225.00 per week.**

The bi-weekly payroll amount is \$680 or **\$340 per week.**

### **Questions?**

Please contact Paula Lambert, Chief Finance Officer in the HCO Finance Office:

(804) 698-1514

[PLambert@house.virginia.gov](mailto:PLambert@house.virginia.gov)

## **LIST OF ALL FORMS REQUIRED FOR ACCEPTANCE AS A HOUSE PAGE**

Paperwork is a part of participating in almost any program. Being a House Page is no different. Participants need to be organized, diligent and focused on printing, completing, signing and returning the all forms required by your accepting the Speaker's selection of you as a House Page.

To help Pages and their parents / guardians successfully navigate these paperwork requirements, **the following are the 14 forms needing to be completed and returned to the House Clerk's Office:**

### **Payroll Forms:**                      **Due Date – Monday, December 12, 2022**

- ☐ W-4 Form: Federal Employee Withholding Certificate
- ☐ VA-4 Form: Virginia Employee Withholding & Personal Exemption Worksheet
- ☐ I-9 Form: Federal Employment Eligibility Verification
- ☐ HCO Direct Deposit Form

### **Medical Forms:**                      **Due Date – Friday, December 16, 2022**

- ☐ Commonwealth of Virginia School Entrance Health Form
  - Part I        Health Information
  - Part II       Certification of Immunization
  - Part III      Comprehensive Physical Examination Report
- ☐ HCO Medication Administration Form (i.e., for “routine” things);  
*Note: It also is included earlier in the House Page Handbook*
- ☐ VCU Health System Conditions for Healthcare Services Form (i.e., for emergencies)
- ☐ VCU Consent to Accompany Minor Patient (i.e., for emergencies)
- ☐ HCO COVID Policies & Procedures (For information/reference only);  
*Note: Includes section on special circumstances and protocols for Pages*

### **Additional Forms:**                      **Due Date – Friday, December 16, 2022**

- ☐ HCO Page Agreement Form (i.e., Acknowledgment of Receipt/Acceptance of Job Responsibilities);  
*Note: It also is included earlier in the House Page Handbook*
- ☐ HCO Technology Use Guidelines  
*Note: It also is included earlier in the House Page Handbook*
- ☐ HCO Page's Hotel Gym and Pool Use Consent Form
- ☐ HCO Page's Current School Courses Form
- ☐ HCO Page's Transportation Authorization Form
- ☐ HCO Page's Permission for Media Usage Form

Also, all forms listed above and required to be completed, signed and returned to the House Clerk's Office were e-mailed – along with the URL for this 2023 House Page Handbook – by the House Clerk to each 2023 House Page participant when he/she was first welcomed by the Clerk to the House Page Program.